

# Enterprise Reporting Financial Reports

*New User Training*



# *ER Course Outline*

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- System Overview
- ER Logon Information
- How to Run a Report
  - Parameters (What?)
  - Recurrence (When?)
  - Destination (Where?)
  - Format (How?)
- Viewing Reports
  - Printing
  - Exporting

# *What is the Enterprise Reporting System?*

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- AFRS – Agency Financial Reporting System
  - State-owned accounting system
  - Official book of record for WA
- ER - Enterprise Reporting System
  - Report scheduling and viewing application
  - Accessible through state Intranet or Internet (for those outside of firewall)

# *ER Operation & Supports*

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- ER Hours of Operation
  - 24/7 for Viewing Reports
  - Daily system update from 8 p.m. – Midnight - New reports cannot be generated
- Patches – Between 12:00 a.m. and 7:30 a.m. on the Last Monday of every month.
- Getting Support
  - 8:00 a.m. to 5:00 p.m. Monday through Friday
  - 360-407-9100 (Solutions Center)
  - SolutionsCenter@des.wa.gov

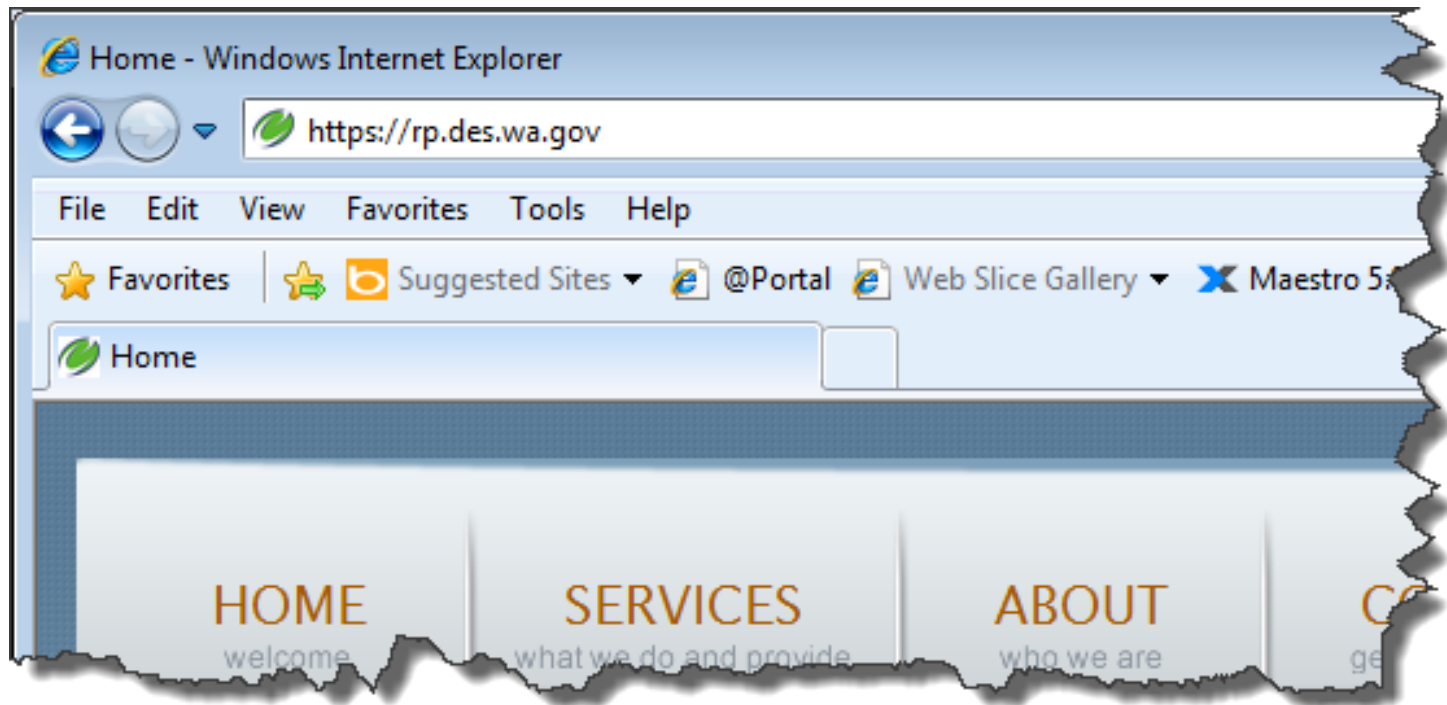
# *Enterprise Reporting Access*

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- Enterprise Reporting customers must have online access either through the State Governmental Network (SGN) or through Secure Access WA (SAW) for use from outside of the state firewall.
- This guide only includes information for access within the SGN.
- For access using SAW please consult the instructions at:
- <http://des.wa.gov/SiteCollectionDocuments/ITSolutions/Enterprise%20Reporting/WEBI%20SAW%20Instructions.pdf>

# ER Financial Report Access

- *Open your Internet Web Browser*
- *Enter web address: <https://rp.des.wa.gov>*



# ER Logon Page

The screenshot displays the 'ER Logon Page' interface. A modal dialog box titled 'Logon' is centered on the screen. The dialog contains the following text: 'Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.' Below this text are two input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field are three links: '[Change Password](#)', '[Forgot Password](#)', and '[Click here to access Budget Reports](#)'. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons. The background interface shows the 'Washington State Department of Enterprise Services' logo and 'Enterprise Reporting Services' text in the top left. In the top right, there is a 'Welcome:' message followed by links for 'Profile' and 'Help'. On the left side, there is a 'Folders' section with a search bar. On the right side, there is a table with the header 'No records to view' and a column labeled 'Instances'. At the bottom right of the background interface, there is contact information: 'Contact us at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov) or 360-407-9100'.

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

Welcome: | [Profile](#) [Help](#)

▼ Folders

Search

No records to view

Instances

**Logon**

Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.

User Name:

Password:

[Change Password](#)

[Forgot Password](#)

[Click here to access Budget Reports](#)

Ok Cancel

Contact us at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov) or 360-407-9100

# Log On to Enterprise Reporting

1. Enter your Enterprise Reporting User Name
2. Enter your Enterprise Reporting Password
3. Click Ok

The screenshot shows a 'Logon' dialog box with a title bar containing a close button. Inside, there is instructional text: 'Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.' To the right of this text are two input fields. The first is labeled 'User Name:' and contains the text 'ERUser179'. The second is labeled 'Password:' and contains ten black dots. Below these fields are three links: 'Change Password', 'Forgot Password', and 'Click here to access Budget Reports'. At the bottom right, there are 'Ok' and 'Cancel' buttons. A red speech bubble with the text 'Click Here' points to the 'Ok' button. Three black circular callouts with white numbers are overlaid on the image: '1' is next to the User Name field, '2' is next to the Password field, and '3' is next to the 'Ok' button.

**Logon** [X]

Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.

User Name:

Password:

[Change Password](#)

[Forgot Password](#)

[Click here to access Budget Reports](#)

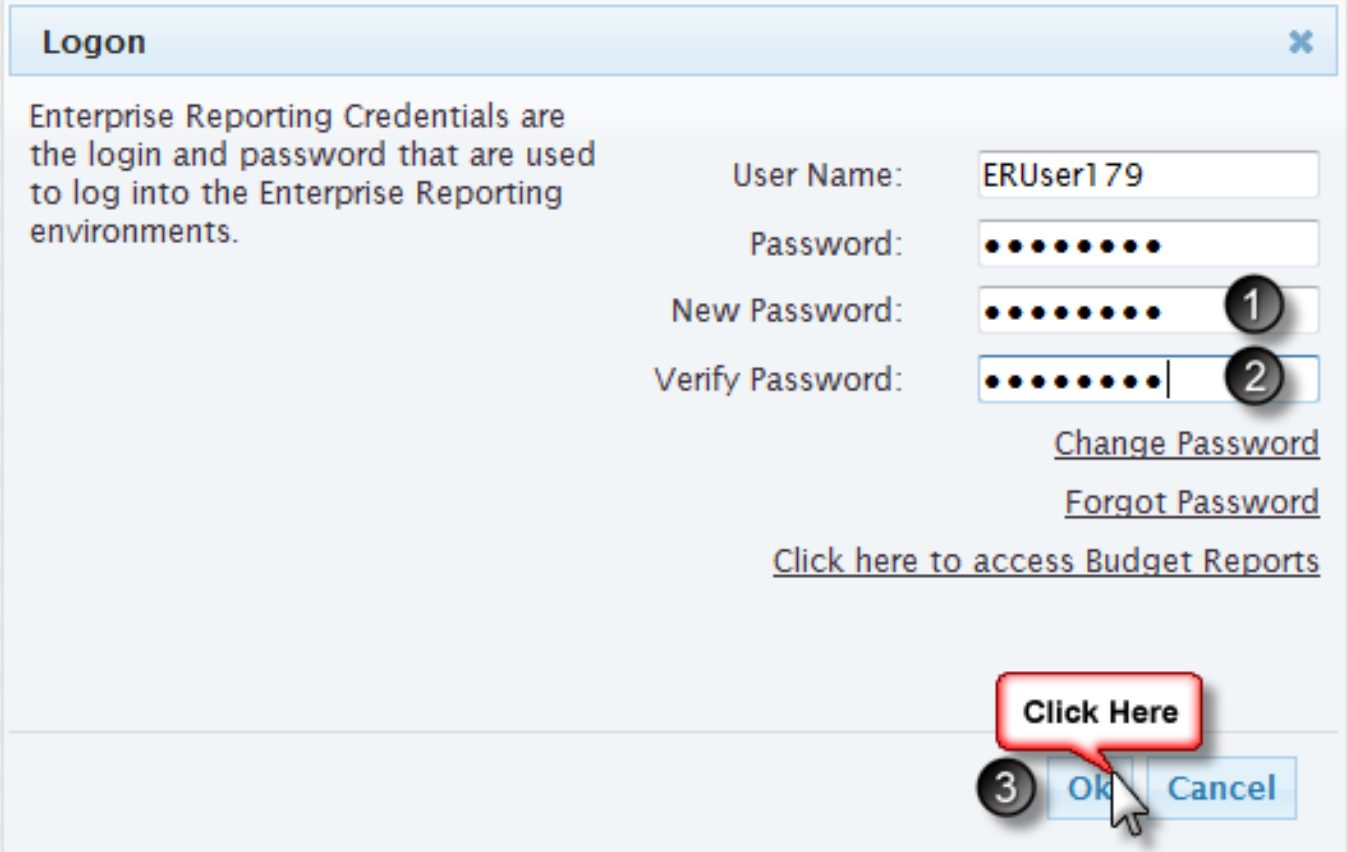
**Click Here**

**3**



# Change Password after Initial Log on

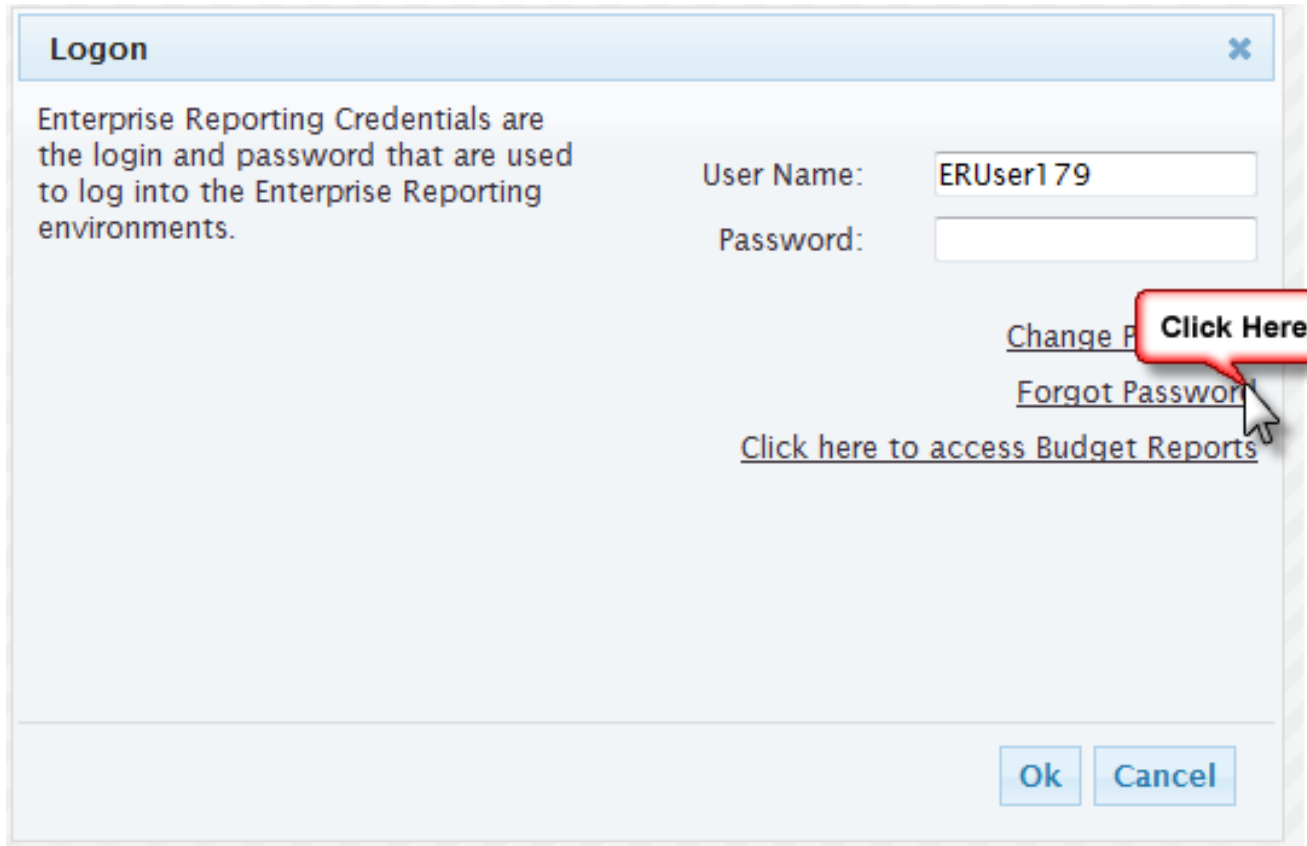
1. Enter the password you would like to use in the New Password box.
2. Confirm your new password by retyping it in the Verify Password box.
3. Click Ok.



The screenshot shows a 'Logon' dialog box with a close button (X) in the top right corner. On the left, a text block reads: 'Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.' On the right, there are four input fields: 'User Name:' containing 'ERUser179', 'Password:' with ten dots, 'New Password:' with ten dots and a circled '1' to its right, and 'Verify Password:' with ten dots and a circled '2' to its right. Below these fields are three links: 'Change Password', 'Forgot Password', and 'Click here to access Budget Reports'. At the bottom right, there are 'Ok' and 'Cancel' buttons. A red callout box with the text 'Click Here' and a mouse cursor points to the 'Ok' button, which is also marked with a circled '3'.

# Forgot Password/User Name?

- **Click** on the “Forgot Password” link.



The screenshot shows a 'Logon' dialog box with a title bar containing a close button. Inside the dialog, there is a text block on the left explaining that Enterprise Reporting Credentials are used for login. To the right of this text are two input fields: 'User Name' (containing 'ERUser179') and 'Password' (empty). Below these fields are three links: 'Change Password', 'Forgot Password', and 'Click here to access Budget Reports'. A red callout bubble with the text 'Click Here' and a mouse cursor points to the 'Forgot Password' link. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons.

**Logon** [X]

Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.

User Name:

Password:

[Change Password](#)

[Forgot Password](#)

[Click here to access Budget Reports](#)

Ok Cancel

# Forgot Password/User Name?

1. Enter your **User Name** to reset your password.
2. Enter your **Email** to have your User Name sent to the email address on file in ER.

Washington State Department of  
**Enterprise Services**

**Enterprise Reporting** HELP ?

**1** Forgot Password or Enable Account?  
Enter your User Name and click Send  
  
**SEND**

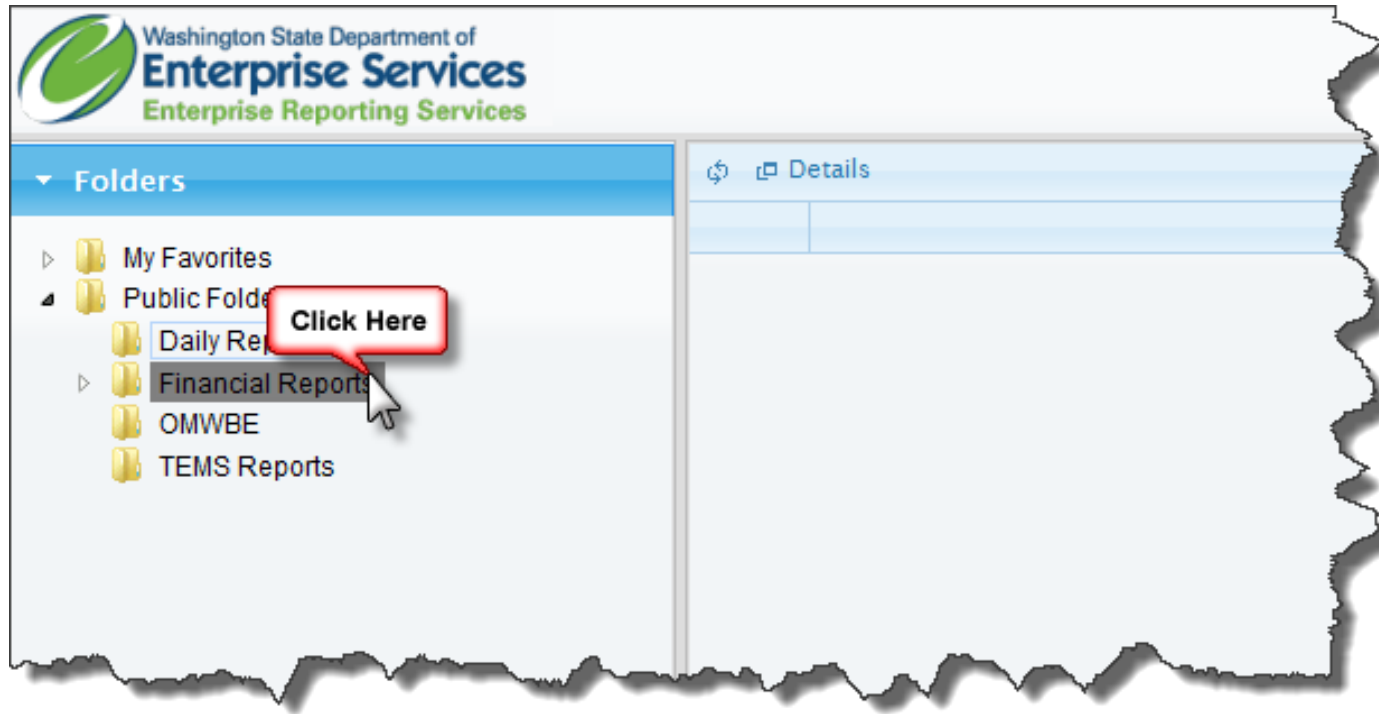
**2** Forgot User Name?  
Enter your Email address and click Send  
  
**SEND**

[Business Objects 4.0 Enterprise Reporting logon page](#)

Privacy Notice

# *Financial Reports*

- Click on Financial Reports



# Report Folder Descriptions

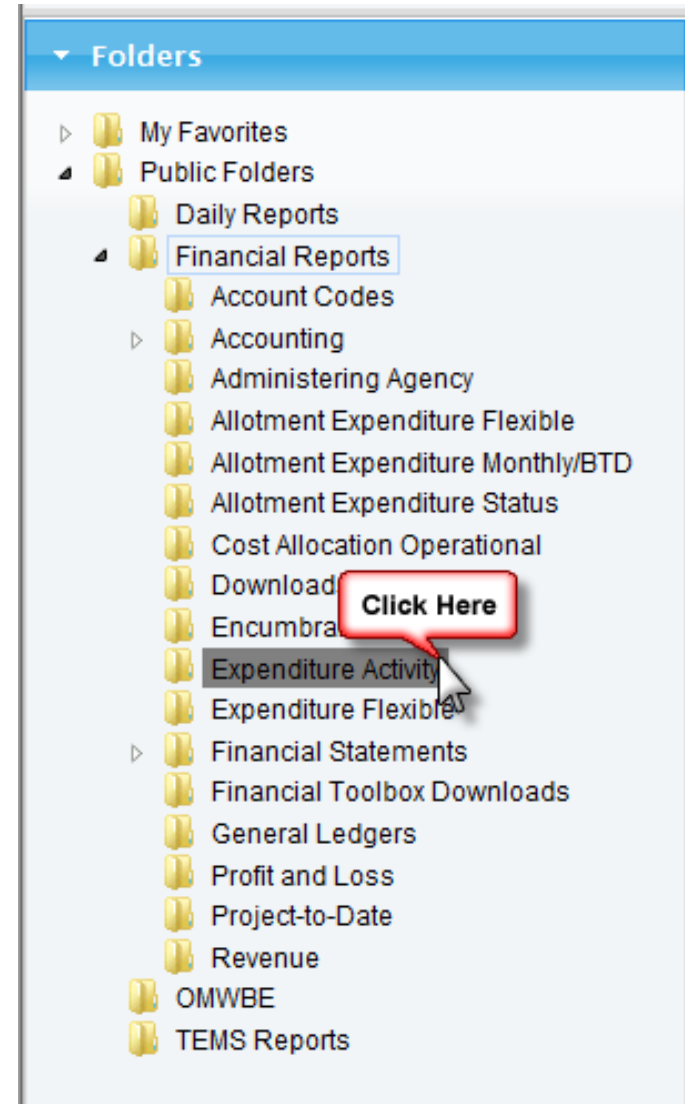
Top Level Folder	Sub Folders	Description
<b>Daily Reports</b>		Reports that are used to verify transactions and payments made in AFRS.
<b>Financial Reports</b>	Account Codes	Allows customers to run a report to view their agencies chart of accounts.
	Accounting	Accounting related reports used to ensure agencies accounting data is in balance. Includes sub folders for Budget/Actuals, Exceptions, Federal, and Interagency and Interfund reports.
	Administering Agency	Help an administering agency track the fund(s) that they are responsible for oversight on.
	Allotment Expenditure Flexible	Allows customers to review and analyze cash expenditures, accruals, and encumbrances against the allotments for a selected period.
	Allotment Expenditure Monthly/BTD	
	Allotment Expenditure Status	
	Cost allocation Operational	Allows customers of the Cost Allocation System to review their cost allocation plans. Not all agencies see this folder.
	Disclosure Reports	This folder is only available to OFM and the State Auditor's Office.
	Downloads/Extracts	This group of reports are designed to be run in Excel and provide a flexible data download for research.
	Encumbrances	Allows for the review and analysis of encumbrance information by document.
	Expenditure Activity	Allows for the review and analysis of expenditure data. Expenditure data includes transactions from General Ledgers 6410, 6505, 6510, 6516, 6560.

# Report Folder Descriptions

Top Level Folder	Sub Folders	Description
<b>Financial Reports cont...</b>	Expenditure Flexible	
	Financial Statements	Allows customers to view the financial position, operating results, and other pertinent information leading up to the Comprehensive Annual Financial Report (CAFR).
	Financial Toolbox Downloads	Allows customers to download Cost allocation information into an Excel document for use with the Financial Toolbox system. Not all agencies see this folder.
	General Ledgers	Allows customers to review and analyze general ledger account activity and balances.
	Profit and Loss	Not all agencies see this folder.
	Project to Date	Review and analyze budgeted and actual expenditures, and estimated and actual revenues for a selected period for the corresponding project-to-date periods. These reports only show data based on the projects start and end date on the project control table.
	Revenue	Allows for the review and analysis of revenue data. Revenue data includes transactions from General Ledgers 3205, 3210, 3260, 3225, 6516, 6560.
<b>OMWBE</b>		Reports used to track agency spending with diverse businesses.
<b>TEMS</b>		Travel Expense Management System Operational Reports

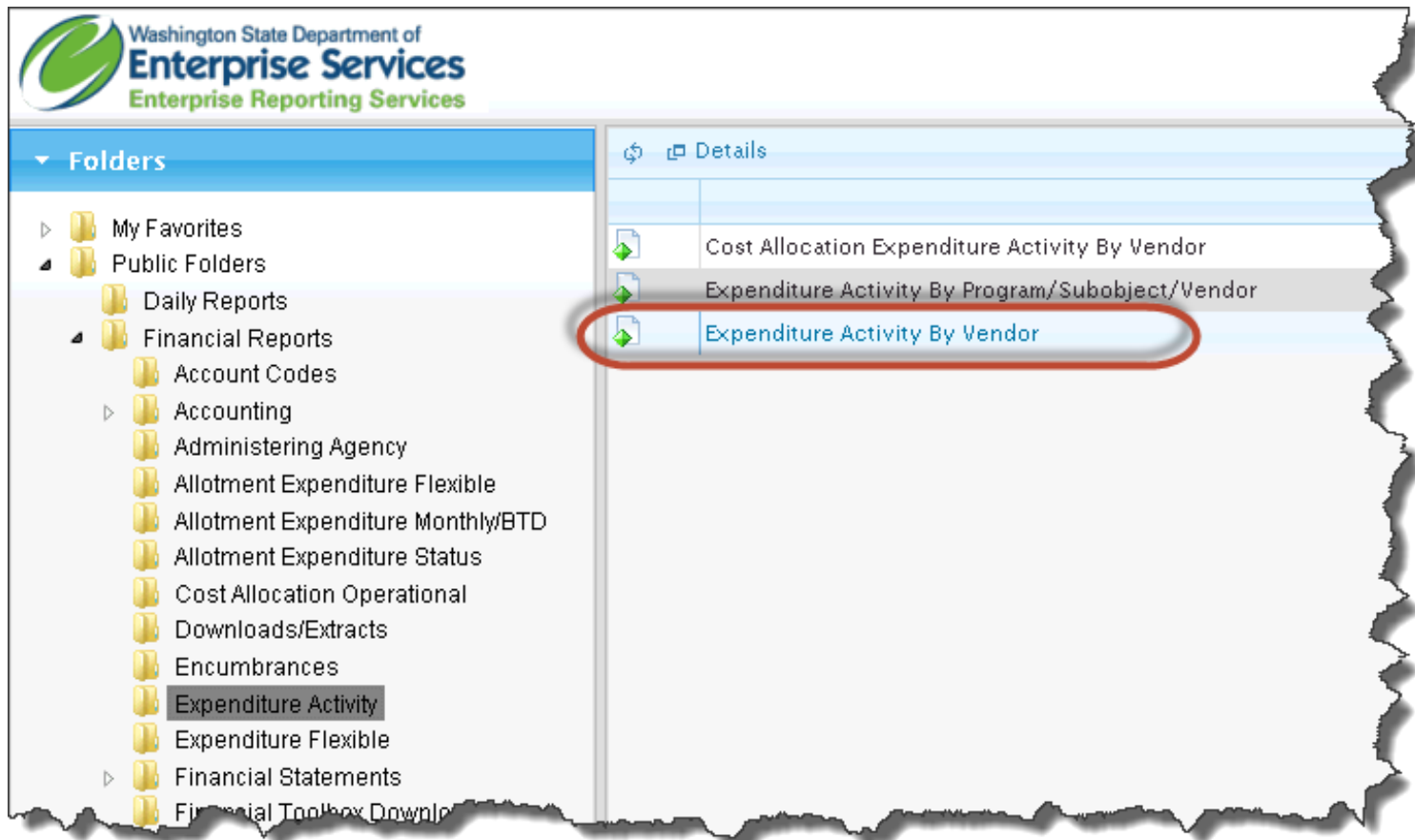
# Locate the “Expenditure Activity” folder

Go to Expenditure Activity folder.....and find the *Expenditure Activity by Vendor* report



# Expenditure Activity by Vendor report

- Double click on Expenditure Activity by Vendor.





# *General Ledger Accounts for Expenditure Reports*

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Expenditure reports are based on specific general ledger account codes established by Statewide Accounting.

Example: Cash, Accru(all) GL6510, GL6505, and GL6560

- 6510 - Cash expenditure - charges for goods/services **received & paid.**
- 6505 - Accrued expenditure - charges for goods/services **received & not paid.**
- 6560 – Estimated Accrued Expenditures – estimated amounts for goods/services **received & not paid.**

# *Parameters*

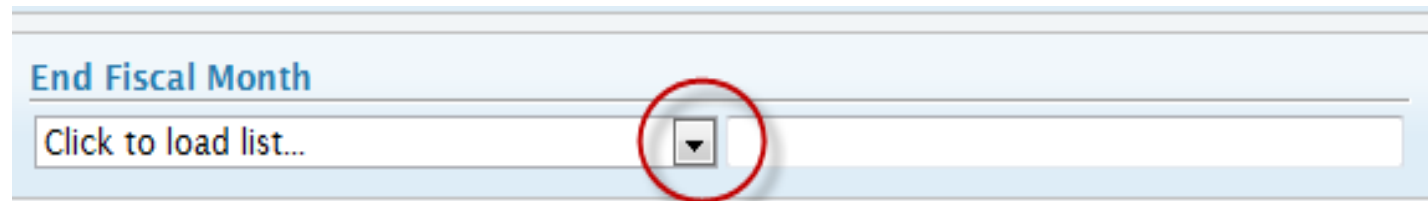
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- Parameters (What?) – What AFRS financial information would you like to pull into your standard report template?

# Parameter Input – Pick Lists

## Single Value Pick Lists

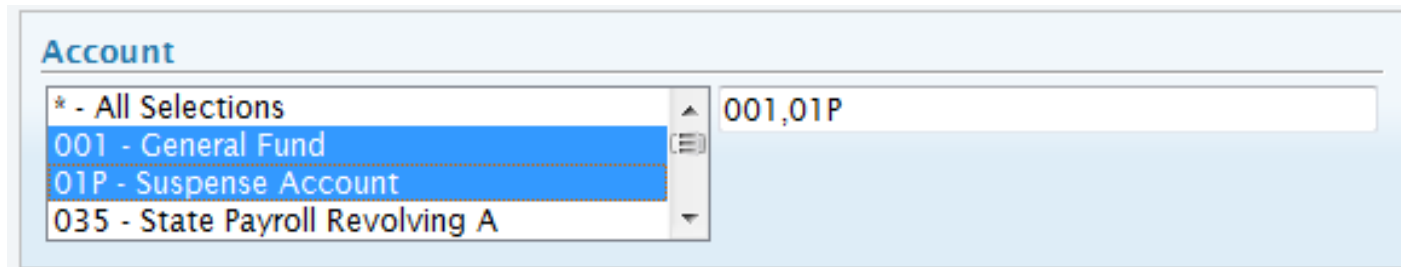
- These pick lists will limit selections to a single value. Single selection pick lists will have a drop down arrow to open the pick list.



A screenshot of a software interface showing a single value pick list. The label "End Fiscal Month" is in blue text above a white input field. Inside the input field, the text "Click to load list..." is displayed in red. A small downward-pointing arrow icon is located at the end of the input field, and it is circled in red.

## Multiple Value Pick Lists

- Multiple value pick lists allow the user to hold down the control key on their keyboard and select multiple values. These pick lists have a box which will display the pick list values.



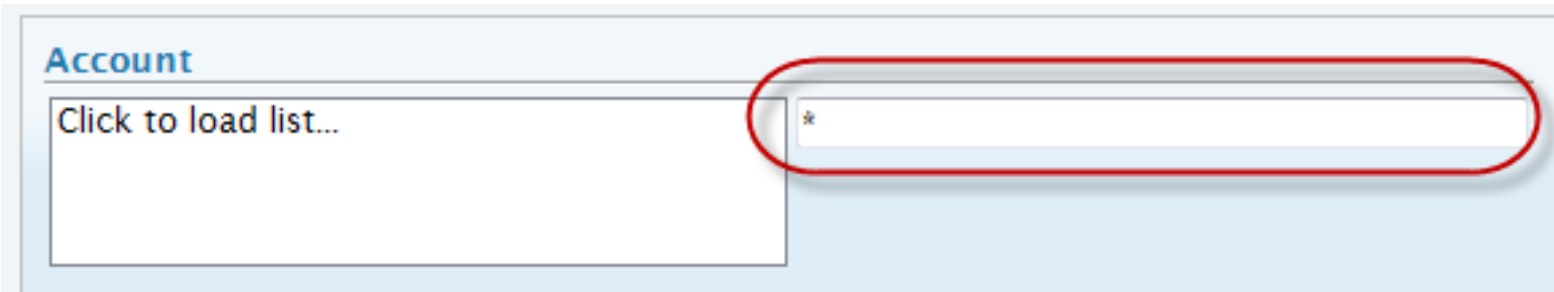
A screenshot of a software interface showing a multiple value pick list. The label "Account" is in blue text above a white input field. To the left of the input field is a list box containing four items: "\* - All Selections", "001 - General Fund", "01P - Suspense Account", and "035 - State Payroll Revolving A". The "001 - General Fund" and "01P - Suspense Account" items are highlighted in blue. To the right of the list box is a small icon of a list. The input field contains the text "001,01P".

# Parameter Input – Free-Form Entry

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## Free-Form Entry

- Parameters may have a free-form entry text box. If you know the code you can enter the values directly into the text box without using the pick lists. There are instances where the report has been developed to only allow you select a value from the pick list.



The screenshot shows a software interface with a light blue background. At the top left, the word "Account" is written in blue. Below it, there is a large white rectangular area with a thin black border. Inside this area, the text "Click to load list..." is visible. To the right of this area, there is a white rectangular text box with a thin black border. This text box is highlighted with a red oval. Inside the text box, there is a small asterisk symbol (\*).

# Biennium

- What biennium data do you want to review?
  - Biennia 1999 through 2015 available.

**Schedule: Expenditures** ✕

**Parameters** **Destinations** **Recurrence**

**Personal Title**

**Biennium**

2015 2015

2015

2013

2011

2009

2007

2005

2003

2001

1999

179

-Current

# Agency

- Default is last three characters of your User Name
- User can override
- Certain financial reports allow multiple agencies to be selected

The screenshot shows a web application window titled "Schedule: Expenditures" with a close button (X) in the top right corner. Below the title bar are three tabs: "Parameters" (selected), "Destinations", and "Recurrence". The "Parameters" tab contains three sections: "Personal Title" with an empty text input field; "Biennium" with a dropdown menu showing "2015" and a text input field also containing "2015"; and "Agency" with a dropdown menu showing "179 - Department of Enterprise Services" and a text input field also containing "179". The "Agency" section is highlighted with a red rounded rectangle. A vertical scrollbar is visible on the right side of the form.

# Fiscal Period

- When did the records occur that you need to review?
- “Current” is the fiscal month you are in
- “Prior” is the previous fiscal month

Current and Prior Month Example		
On Dates	Prior Month	Current Month
January 1– 31, 2013	FM06 – Dec FY1	FM07 – Jan FY1

- Reports with a Begin and End Fiscal Month allow you select a single or multiple fiscal months (see below)

**Begin Fiscal Month**  

-Current

-Current

**End Fiscal Month**  

Click to load list...

- Same As Beginning

- Reports with only an End Fiscal Month start in July Fiscal Month One through your selection.

# Account Code Parameters

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- Account code parameters allow you to filter the data in a report based on your agency's chart of accounts.

The image shows a screenshot of a web application interface with four stacked sections for filtering data. Each section has a light blue header and a white body. The sections are:

- Account**: Contains a button labeled "Click to load list..." and a search input field with a star icon.
- Expenditure Authority Index**: Contains a button labeled "Click to load list..." and a search input field with a star icon.
- Program**: Contains a button labeled "Click to load list..." and a search input field with a star icon.
- Subprogram**: Contains a button labeled "Click to load list..." and a search input field with a star icon.

The bottom of the image has a torn paper effect.



# *Expenditure Content*

What Expenditure Content do you want to see?

**Expenditure Content**

Cash, Accr(all)

Cash, Accr(actual)

Accr(actual)

Accr(all)

Accr(estimated)

Cash

Cash, Accr(actual)

Cash, Accr(actual), Encum

Cash, Accr(all), COGS

Cash, Accr(all), Encum

Cash, Accr(all), Encum, COGS

Cost of Goods Sold

Encum

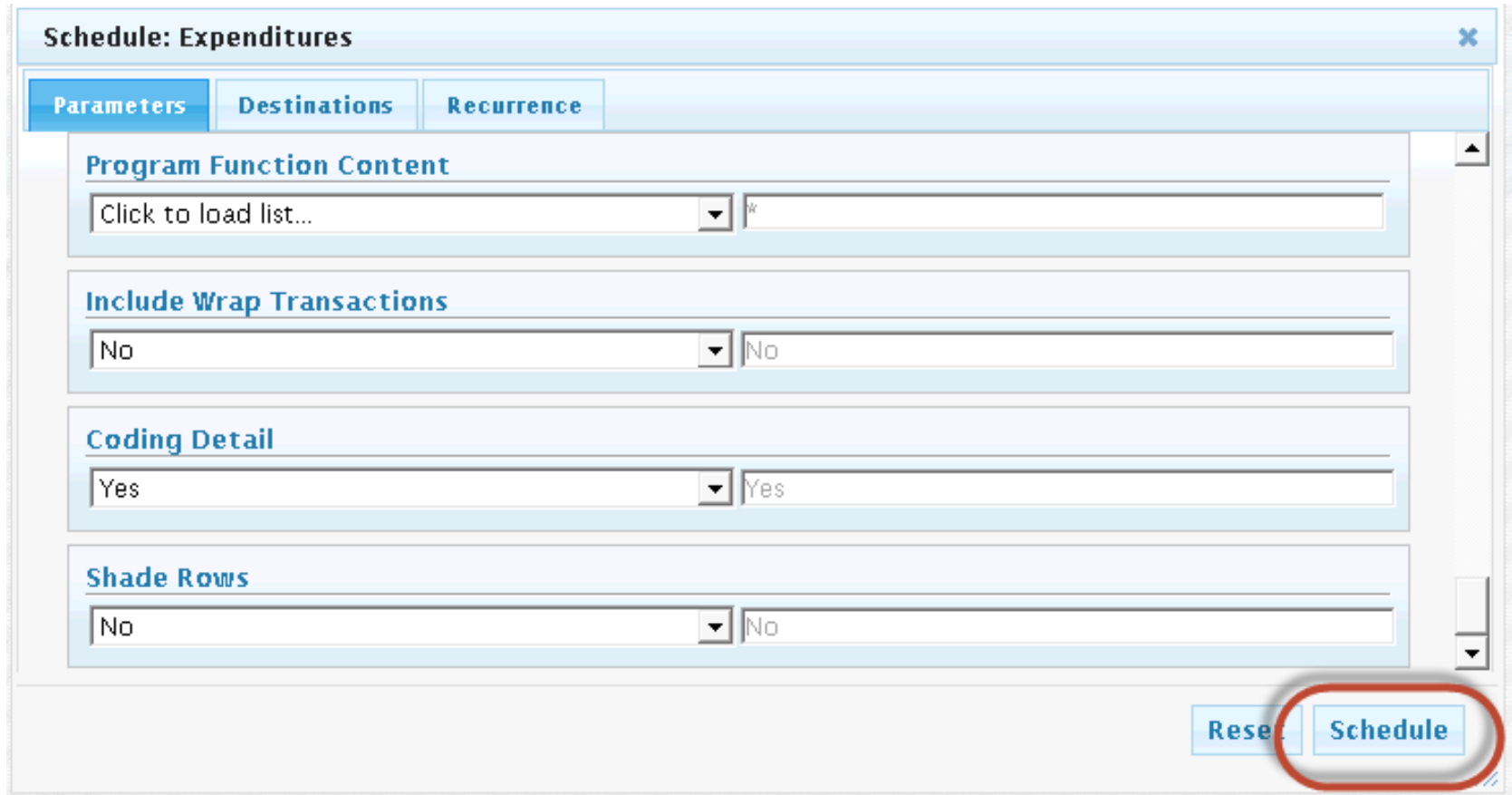
Cash, Accr(all)

See SAAM Chapter 75 for current GL codes

Reset Schedule

# *[Schedule] button*

- Click **[Schedule]** – this button will run the report



The screenshot shows a software window titled "Schedule: Expenditures" with a close button (X) in the top right corner. Below the title bar are three tabs: "Parameters" (selected), "Destinations", and "Recurrence". The "Parameters" tab contains four sections, each with a dropdown menu and a text input field:

- Program Function Content**: The dropdown is set to "Click to load list..." and the text field is empty.
- Include Wrap Transactions**: The dropdown is set to "No" and the text field contains "No".
- Coding Detail**: The dropdown is set to "Yes" and the text field contains "Yes".
- Shade Rows**: The dropdown is set to "No" and the text field contains "No".

At the bottom right of the dialog, there are two buttons: "Reset" and "Schedule". The "Schedule" button is circled in red, indicating it is the button to click to run the report.

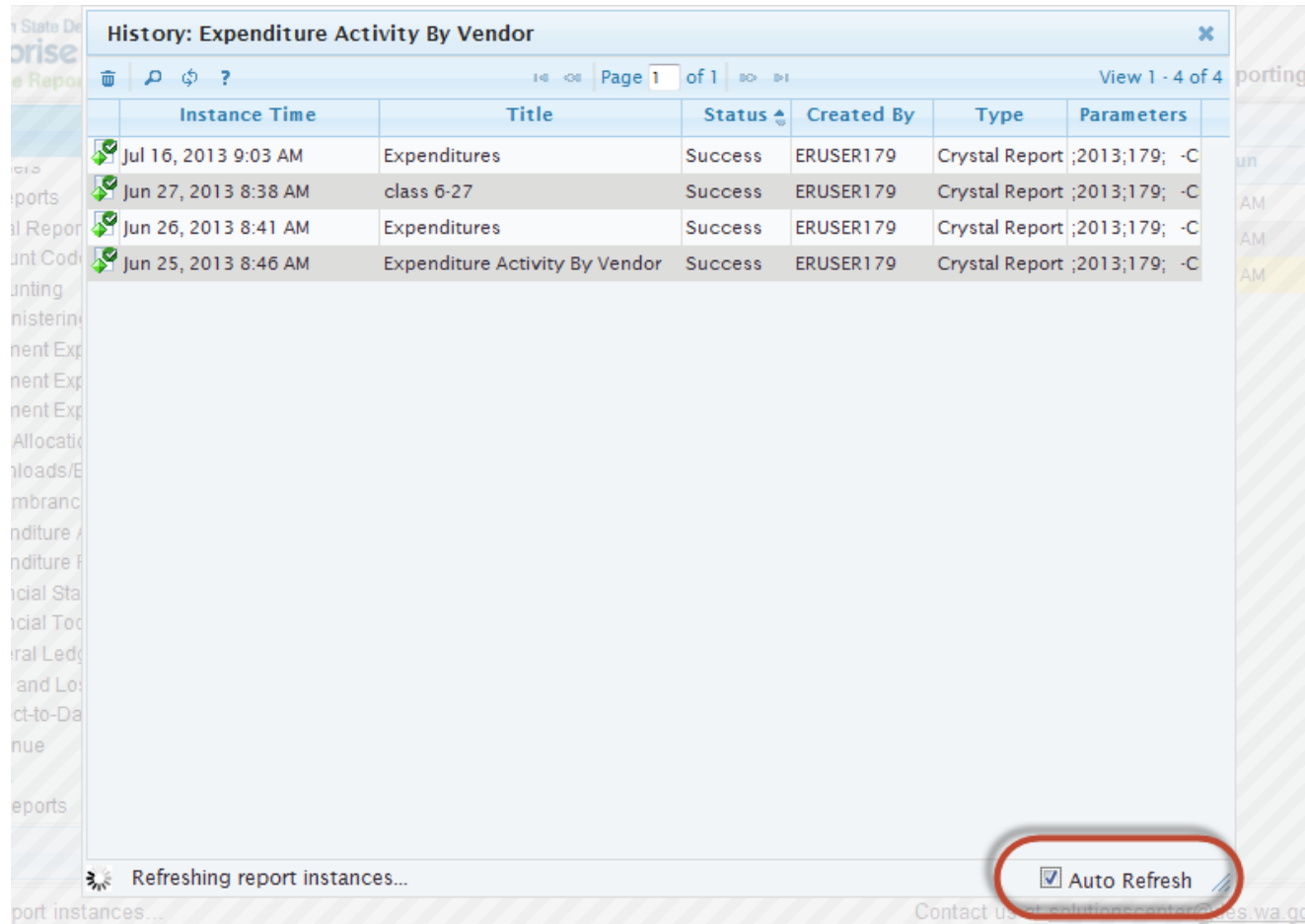
# Reports Status

- **Pending**
  - The report is waiting in line at the server
- **Running**
  - Your report is at the server gathering the data.
- **Success**
  - The report went to the server and has returned with report results.
    - Data requested
    - An error message
    - No Data Reported
- **Failed**
  - The server rejected the report
  - Right click and select details to view the error message.

History: Expenditure Activity By Vendor						
Page 1 of 1 View 1 - 4 of 4						
	Instance Time	Title	Status	Created By	Type	Parameters
✓	Jul 16, 2013 9:03 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
✓	Jun 27, 2013 8:38 AM	class 6-27	Success	ERUSER179	Crystal Report	;2013;179; -C
✓	Jun 26, 2013 8:41 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
✓	Jun 25, 2013 8:46 AM	Expenditure Activity By Vendor	Success	ERUSER179	Crystal Report	;2013;179; -C

# Reports Status Updates

- The History page will auto refresh updating the report status automatically.



History: Expenditure Activity By Vendor

Page 1 of 1 View 1 - 4 of 4

Instance Time	Title	Status	Created By	Type	Parameters
Jul 16, 2013 9:03 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 27, 2013 8:38 AM	class 6-27	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 26, 2013 8:41 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 25, 2013 8:46 AM	Expenditure Activity By Vendor	Success	ERUSER179	Crystal Report	;2013;179; -C

Refreshing report instances...

☒ Auto Refresh

# ***Report Status – History screen***

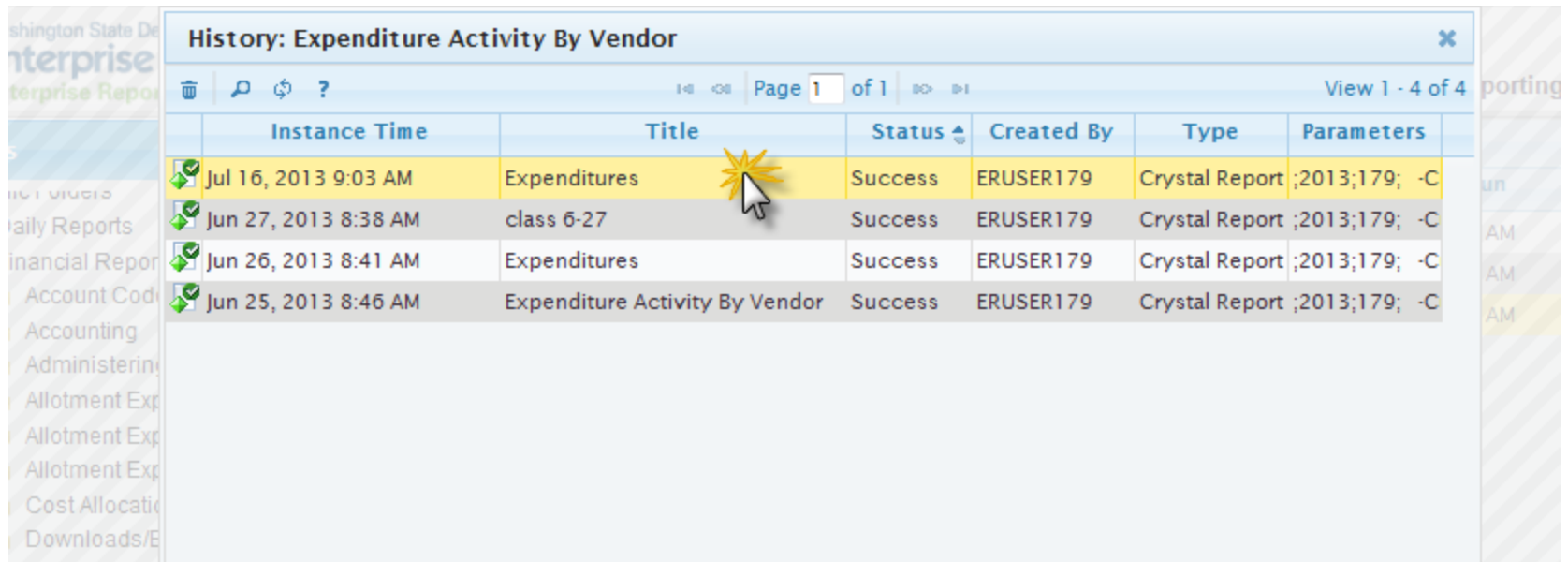
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## **History Screen – Report History**

- **Success & Failed Status**
  - Stays in history for 40 days
  - DSHS, HCA, DEL, OIC – 50 instances per report object
- **Information on History Page**
  - Instance Time
  - Instance Title
  - Status
  - Created By
  - Type
  - Parameters

# Viewing Reports

View Reports by double clicking on an instance with a status of Success.



The screenshot displays a web application interface with a sidebar on the left containing a list of report categories. The main area shows a table titled "History: Expenditure Activity By Vendor". The table has columns for Instance Time, Title, Status, Created By, Type, and Parameters. There are four rows of data, all with a status of "Success". A mouse cursor is shown double-clicking on the "Expenditures" row.

Instance Time	Title	Status	Created By	Type	Parameters
Jul 16, 2013 9:03 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 27, 2013 8:38 AM	class 6-27	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 26, 2013 8:41 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 25, 2013 8:46 AM	Expenditure Activity By Vendor	Success	ERUSER179	Crystal Report	;2013;179; -C

# Group Tree

- Provides ability to jump to a certain group in a report.

The screenshot shows a software interface with a 'Group Tree' sidebar on the left and a main report area on the right. The sidebar is titled 'Group Tree' and contains a list of vendors under the selected group 'class 6-27'. The main report area displays a report for 'CASCADE MACHINERY & ELECTRIC INC' with a table of transaction data.

**Group Tree**

- class 6-27
  - AJ ADHESIVES INC SWV0032245-00
  - AMERICAN WHOLESALE AUTO GLASS SWV0105323-00
  - APP ASSOCIATES SWV0003940-00
  - APPLIED INDUSTRIAL TECHNOLOGIES SWV0063217-00
  - ARAMARK UNIFORM SERVICES-KENT SWV0000297-01
  - ASSOCIATED PETROLEUM PRODUCTS SWV0000187-00
  - BANC OF AMERICA MERCHANT SVCS SWV0085024-00
  - BELL & HOWELL SWV0103502-00
  - BEST CUTTING DIE COMPANY SWV0119851-01
  - BLADE CHEVROLET INC SWV0004513-00
  - BPMP INVESTMENTS II LLC SWV0050298-00
  - BRIDGESTONE AMERICAS INC SWV0115721-00
  - BRUNEEL TIRE FACTORY - CLARKSTON SWV0004665-00
  - BUCKS TIRE & AUTOMOTIVE INC SWV0032616-00
  - CASCADE MACHINERY & ELECTRIC INC SWV0025573-00
  - COMDATA NETWORK INC SWV003680-00

**Vendor Name:** CASCADE MACHINERY & ELECTRIC INC

FM	Proc Date	Doc Date	Cur Doc No	Ref Doc No	TTBT B#	TC	Acct
1324	2013 06 20	2013 06 20	244D080-01		A 4D 080	210	420

**Vendor Name:** CASCADE MACHINERY & ELECTRIC INC

**Vendor Name:** COMDATA NETWORK INC

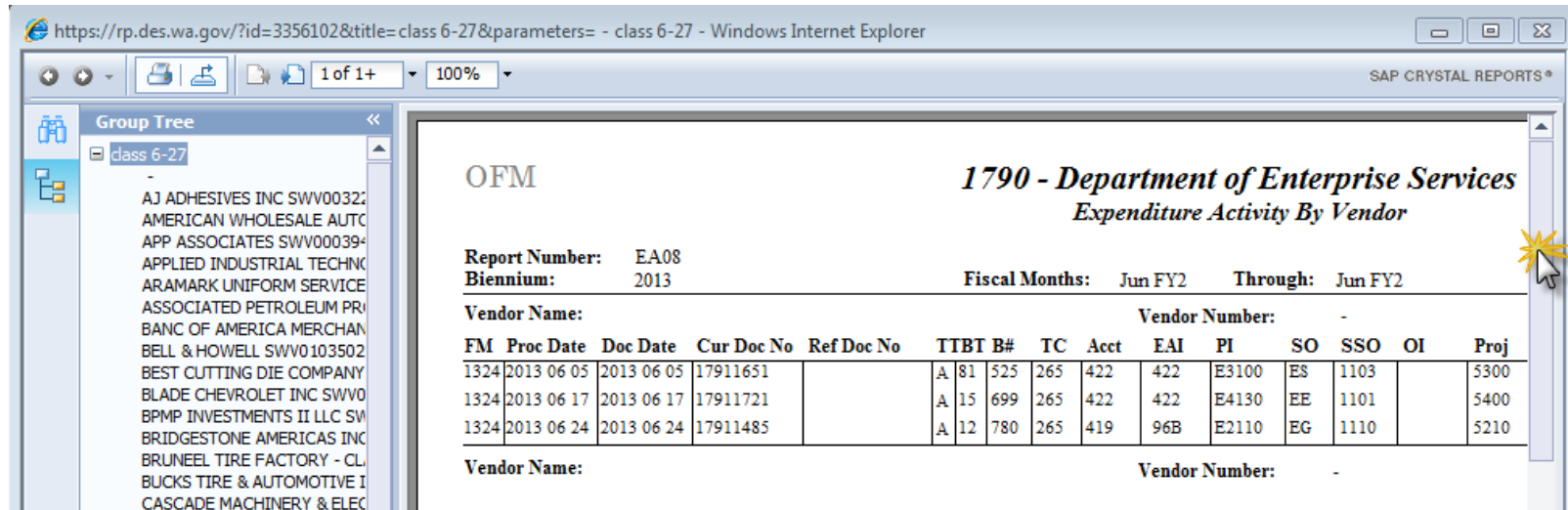
FM	Proc Date	Doc Date	Cur Doc No	Ref Doc No	TTBT B#	TC	Acct
1324	2013 06 25	2013 06 20	244K103-01		A 4K 103	210	422
1324	2013 06 25	2013 06 20	244K103-01		A 4K 103	216	422
1324	2013 06 25	2013 06 20	244K103-01		A 4K 103	210	422

**Vendor Name:** COMDATA NETWORK INC

**Vendor Name:** COMMERCIAL TIRE INC

# Navigating Your Report

You can use the scroll bar or scrolling mouse to navigate pages.



https://rp.des.wa.gov/?id=3356102&title=class 6-27&parameters=- class 6-27 - Windows Internet Explorer

SAP CRYSTAL REPORTS\*

Group Tree

class 6-27

AJ ADHESIVES INC SWV0032  
AMERICAN WHOLESALE AUTC  
APP ASSOCIATES SWV000394  
APPLIED INDUSTRIAL TECHNO  
ARAMARK UNIFORM SERVICE  
ASSOCIATED PETROLEUM PR  
BANC OF AMERICA MERCHANT  
BELL & HOWELL SWV0103502  
BEST CUTTING DIE COMPANY  
BLADE CHEVROLET INC SWV0  
BPMP INVESTMENTS II LLC SW  
BRIDGESTONE AMERICAS INC  
BRUNEEL TIRE FACTORY - CL  
BUCKS TIRE & AUTOMOTIVE I  
CASCADE MACHINERY & ELE

OFM

**1790 - Department of Enterprise Services**  
*Expenditure Activity By Vendor*

Report Number: EA08  
Biennium: 2013

Fiscal Months: Jun FY2 Through: Jun FY2

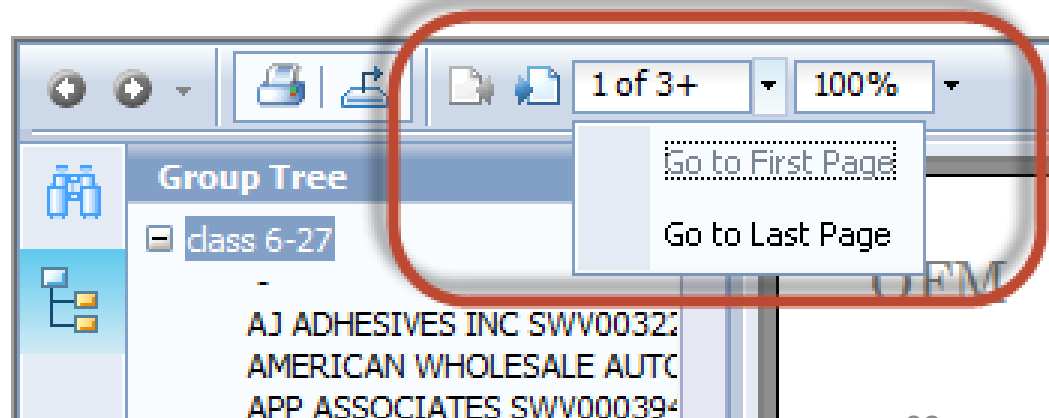
Vendor Name: Vendor Number: -

FM	Proc Date	Doc Date	Cur Doc No	Ref Doc No	TTBT	B#	TC	Acct	EAI	PI	SO	SSO	OI	Proj
1324	2013 06 05	2013 06 05	17911651		A	81	525	265	422	422	E3100	ES	1103	5300
1324	2013 06 17	2013 06 17	17911721		A	15	699	265	422	422	E4130	EE	1101	5400
1324	2013 06 24	2013 06 24	17911485		A	12	780	265	419	96B	E2110	EG	1110	5210

Vendor Name: Vendor Number: -

Or use the viewing tool bar

- Scroll Through pages
- Go to Page
- Go to First/Last Page
- Set Zoom



1 of 3+ 100%

Go to First Page

Go to Last Page

Group Tree

class 6-27

AJ ADHESIVES INC SWV0032  
AMERICAN WHOLESALE AUTC  
APP ASSOCIATES SWV000394



# Input Parameter Page

OFM

Expenditure Activity By Vendor

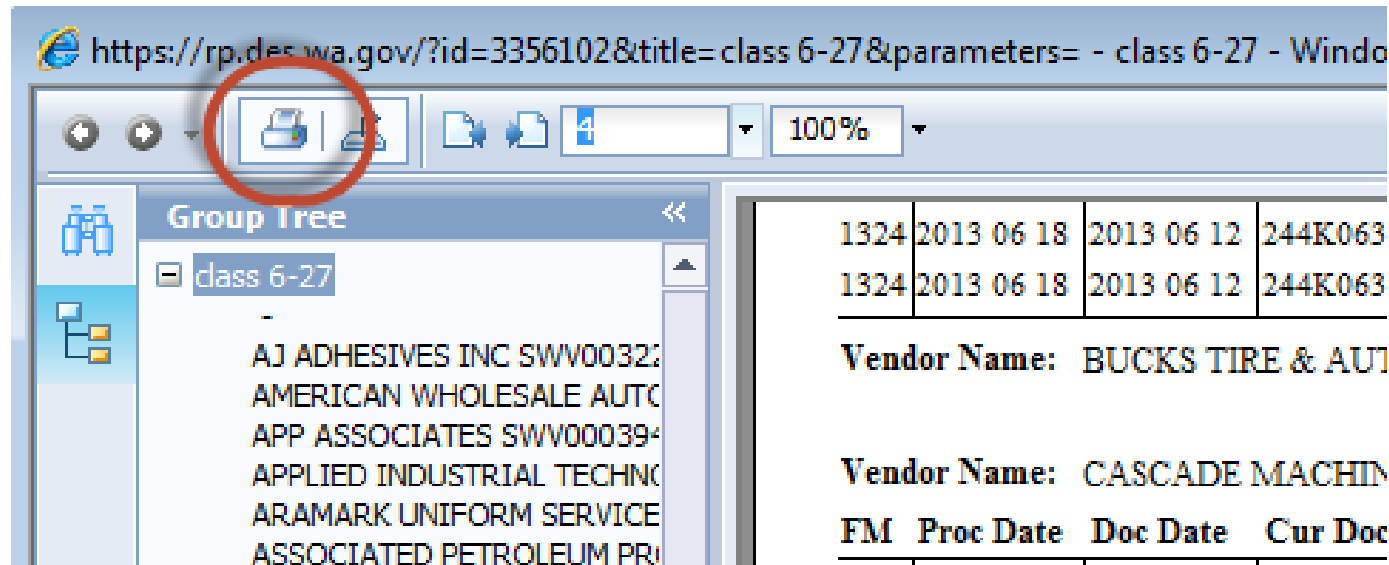
Report Number: EA08  
Biennium: 2013

Fiscal Months: Jul FY1 Through: Jul FY1

Input Parameters	Entered As	Interpreted As
User ID:	sched105	
Agency:	105	1050
Account:	*	All
Expenditure Authority Index:	*	All
Program:	030	030
Subprogram:	*	All
Program Index:	*	All
Object:	*	All
Subobject:	*	All
Sub-subobject:	*	All
Organization Index:	*	All
Project:	*	All
Vendor Name:	*	All
Vendor Number:	*	All
Vendor Sort Option:	Vendor Name	Vendor Name
Expenditure Content:	Cash, Accr(all), Encum	Cash, Accr(all), Encum
Program Function Content:	*	All
Include Wrap Transactions:	No	No
Coding Detail:	Yes	Yes
Shade Rows:	No	No

# Print button

- Print Report
  - The Report Portal uses PDF to print reports.
  - The print dialogue box will vary depending on the PDF reader you are using.



# *Exporting Reports*

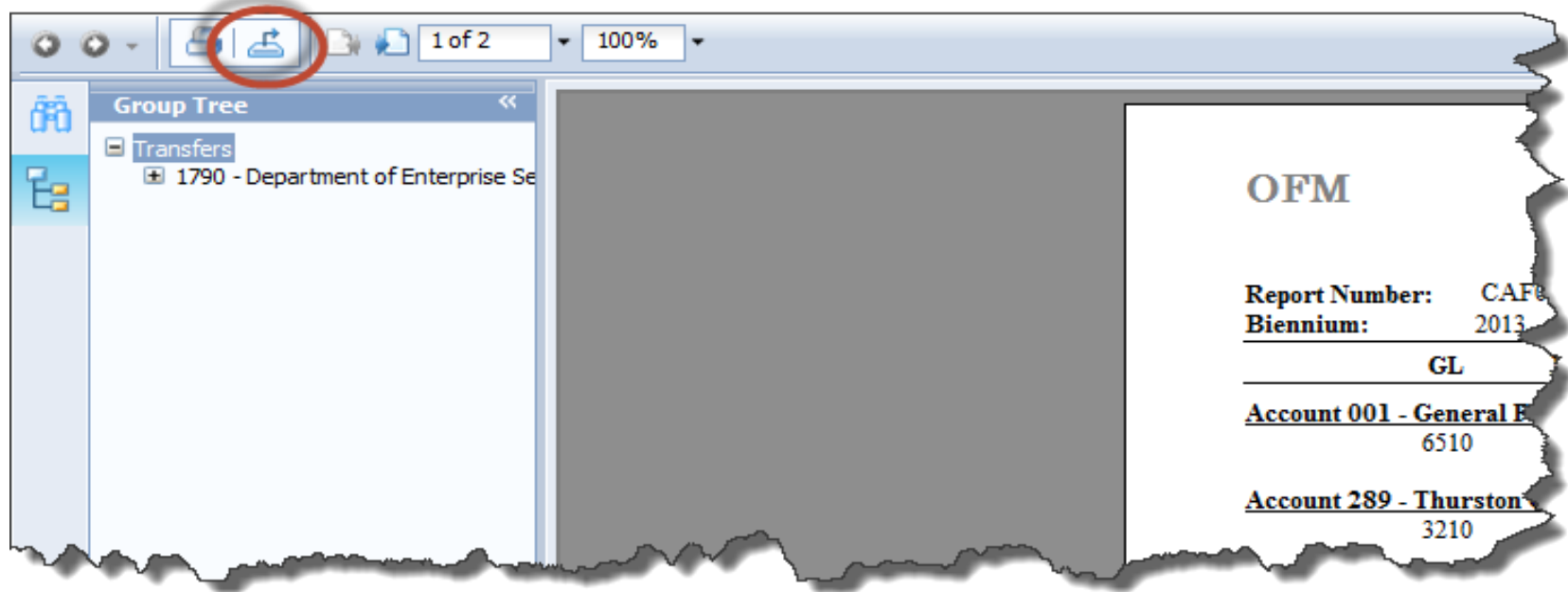
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Below is an example of some of the file formats you can select when exporting reports:

- Crystal Report (.rpt)
- Adobe Acrobat (.pdf)
- Microsoft Word (.doc)
- Microsoft Excel 97-2000 (.xls)
- Microsoft Excel 97-2000 Data-Only(.xls)
- Microsoft Excel Workbook Data Only (.xlsx)
- Rich Text Format (.rtf)

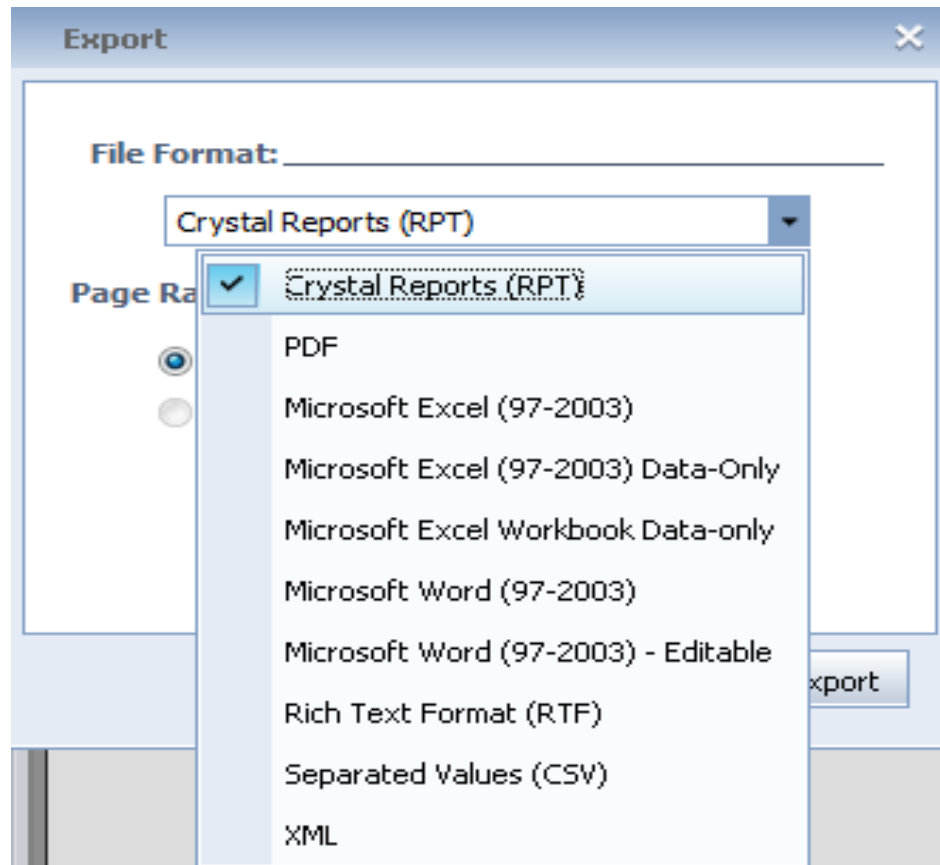
# Exporting Reports

After opening the report click on the **Export** icon in the upper left corner of the viewer toolbar.



# Exporting Reports

Select the appropriate format type and page range. Then click on Export.



# Close Report

https://rp.des.wa.gov/?id=3356102&title=class 6-27&parameters=- class 6-27 - Windows Internet Explorer

SAP CRYSTAL REPORTS

Group Tree

- class 6-27
  - AJ ADHESIVES INC SWV00322
  - AMERICAN WHOLESALE AUTO
  - APP ASSOCIATES SWV000394
  - APPLIED INDUSTRIAL TECHN
  - ARAMARK UNIFORM SERVICE
  - ASSOCIATED PETROLEUM PR
  - BANC OF AMERICA MERCHAN
  - BELL & HOWELL SWV0103502
  - BEST CUTTING DIE COMPANY
  - BLADE CHEVROLET INC SWV0
  - BPMP INVESTMENTS II LLC SW
  - BRIDGESTONE AMERICAS INC
  - BRUNEEL TIRE FACTORY - CL

OFM

**1790 - Department Expenditure Account**

**Report Number:** EA08  
**Biennium:** 2013  
**Fiscal Months:** Jun FY2

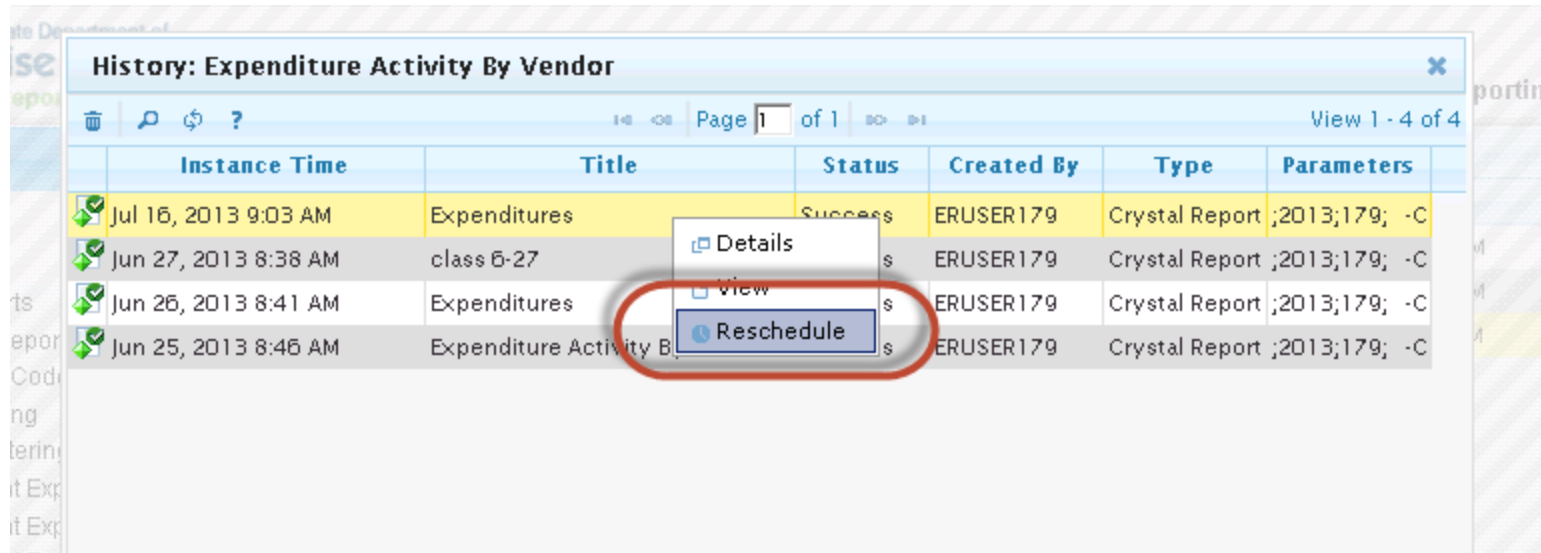
**Vendor Name:** Vendor Nu

FM	Proc Date	Doc Date	Cur Doc No	Ref Doc No	TTBT B#	TC	Acct	EAI	P
1324	2013 06 05	2013 06 05	17911651		A 81 525	265	422	422	E
1324	2013 06 17	2013 06 17	17911721		A 15 699	265	422	422	E
1324	2013 06 24	2013 06 24	17911485		A 12 780	265	419	96B	E

**Vendor Name:** Vendor Nu

# History Page - Reschedule

- Right click on the report instance and select reschedule from the menu.



The screenshot shows a web application window titled "History: Expenditure Activity By Vendor". It displays a table with columns: Instance Time, Title, Status, Created By, Type, and Parameters. There are four rows of data. A right-click context menu is open over the first row (Jul 16, 2013 9:03 AM), showing options: Details, View, and Reschedule. The "Reschedule" option is highlighted with a red circle.

Instance Time	Title	Status	Created By	Type	Parameters
Jul 16, 2013 9:03 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 27, 2013 8:38 AM	class 6-27	s	ERUSER179	Crystal Report	;2013;179; -C
Jun 26, 2013 8:41 AM	Expenditures	s	ERUSER179	Crystal Report	;2013;179; -C
Jun 25, 2013 8:46 AM	Expenditure Activity B	s	ERUSER179	Crystal Report	;2013;179; -C

- Remember to check recurrence & destination options when rescheduling.

# *Account Code Hierarchies*

---

- Some account codes have hierarchical levels.
  - Program
    - Program, Subprogram, Activity, Subactivity, Task, Program Index
  - Object
    - Object, Subobject, Subsubobject
  - Project
    - Project, Subproject, Project Phase
  - Revenue
    - Major Source, Source, Subsource
  - Organization
    - Division, Branch, Section, Unit, Cost Center, Organization Index



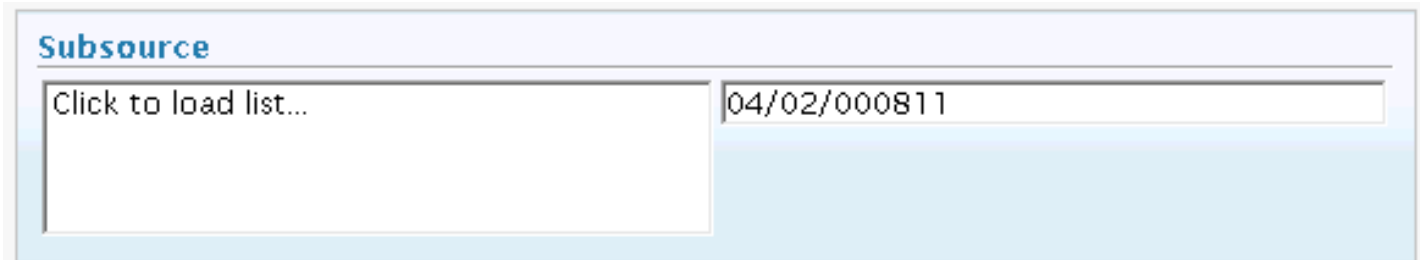
# *Hierarchical Examples*

Account Code	Parameter Length	Valid Code Samples
Sub Program	2	010/02
Activity	2	010/02/01
Sub Activity	2	010/02/01/03
Task	2	010/02/01/03/04
Branch	2	01/02/
Section	2	01/02/03
Unit	2	01/02/03/04
Cost Center	2	01/02/03/04/05
Sub Project	2	0112/02
Project Phase	2	0112/02/03
Sub Sub Object	4	EA/0110
Major Source	2	03/17
Sub Source	6	03/01/223344
Subsidiary Account	6	5154/105000

# Account Code Hierarchies

---

- Hierarchies can be entered at any level of the hierarchy.
  - You do not need to enter every level
- When a single value is entered the lower levels will be filtered by the selected values.
- When entering lower levels of Hierarchies you must enter all levels of the hierarchy.
  - Each level must be separated by a front slash ( / )



The screenshot shows a web form titled "Subsource" in blue text. Below the title is a large white rectangular area. On the left side of this area is a smaller white box containing the text "Click to load list...". To the right of this box is a text input field containing the value "04/02/000811". The entire form has a light blue border and a subtle gradient background.

- You can use all the wild card characters within the hierarchical structures.

# Account Code Hierarchies

- When multiple levels of hierarchy is selected only the lowest value will be passed to the report.
  - In the example below Major Source “02” was selected and Subsource “04/02/000811”. Only the results for “04/02/000811” will be returned. The Major Source setting will not be passed to the report.

The screenshot displays a web form with three sections for selecting account codes:

- Major Source:** A dropdown menu is open, showing options: "\* - All Selections", "~ - Not Specified", "02 - Licenses, Permits, and Fe" (highlighted), and "04 - State Charges & Miscellan". To the right, a text field contains the value "02".
- Source:** A text field contains the value "\*".
- Subsource:** A text field contains the value "04/02/000811".

Each section has a "Click to load list..." button next to its respective text field.

# *Hierarchy Examples*

---

- Sub Sub Object: EA/0110
- Activity: 010/01/02
- Unit: 04/02/01/01
- Project Phase: A123/01/99
- Sub Source: 03/15/A12000, 03/15/A12001

# *Multiple Value Selection*

---

- Account codes can be scheduled using special characters to get to the right information.
  - “\*” – Replaces one to many character
  - “?” – Replaces a single character
  - “[ ]” – Rejects values included in the brackets
  - “-” – Allows you to enter a range of values.
  - “,” – Allows you to create a of list values.
- Special characters can used with each other to refine search results.

# Multiple Value Selection Examples

- **Valid** uses of **wild card (\*)** and **replacement (?)** input specifications:

Valid Inputs	Description of data returned
Fund Examples:	
*	All Funds
?6*	Any Fund with 2 <sup>nd</sup> character = "6"
6??	Any Fund with 1 <sup>st</sup> character = "6"
6*	<u>Any Fund beginning with "6"</u>
Program Index Examples:	
?????	All Program Indexes
1?3*	Any Program Index with 1 <sup>st</sup> character = "1" and 3 <sup>rd</sup> character = "3"
*12?	Any Program Index with 3 <sup>rd</sup> character = "1" and 4 <sup>th</sup> character = "2"
*2	Any Program Index with last character = "2"

# Multiple Value Selection Examples

Examples of **valid** uses of non-hierarchical **ranges** (-) input specifications:

Valid Inputs	Description of data returned
Fund Examples:	
001-101	Any Funds between "001" and "101"
200-210	Any Funds between "200" and "210"
2??-3??	Any Funds between "200" and "3ZZ"
Program Index Examples:	
23500-23599	Any Program Indexes between "23500" and "23599"
235?0-2??99	Any Program Indexes between "23500" and "2ZZ99"

# Multiple Value Selection Examples

Examples of **valid** uses of non-hierarchical **list** (,) input specifications:

Valid Inputs	Description of data returned
<b>Fund Examples:</b>	
001,01P,025	Funds "001", "01P", and "025"
108,290,422,547	Funds "108", "290", "422", and "547"
<b>Program Index Examples:</b>	
23500,23599	Program Indexes "23500" and "23599"
E1234,A2345,C3456	Program Indexes "E1234", "A2345", and "C3456"



# Multiple Value Selection Examples

---

Examples of **valid** uses of non-hierarchical **blank code** (~) input specifications:

Valid Inputs	Description of data returned
Fund Examples: ~	All blank code Programs
Program Index Examples: ~	All blank code Program Indexes

# Multiple Value Selection Examples

Examples of several valid input specifications with the *Reject* criteria.

Pick List Parameters	Valid Inputs	Description of data returned
Project Phase	0020/02/??-0030/04/??, [0020/02/03]	Any Project / Sub Project / Project Phase between 0020/02/00 and 0030/04/ZZ except for 0020/02/03
Project	999?,[999Z]	All Projects that start with "999" except for Project <u>999Z</u>
Program	010-080,[060,070]	Programs 010 through 080 except Programs 060 and 070
	010-080,[050-070]	Programs 010 through 080 except Programs 050 through 070
	010/02-010/05,[010/04]	Program 010 with Sub Programs 02 through 05 except Sub Program 04
Program Index	C*-F????,[E*]	All Program Indexes beginning with "C" through all Program Indexes that begin with "F" excluding all Program Indexes that begin with "E"
Organization Index	A420-B500,[~]	Organization Indexes A420 through B500 except for any blank coded Organization Indexes

# Multiple Value Selection Examples

---

Following is an example of a compound list of fund specification:

- 001,030,\*4,700-750,~,9??-93?,[725]

The data returned would be report information containing:

Fund = "001"

AND

Fund = "030"

AND

Any fund ending with the character "4"

AND

Funds between "700" and "750" inclusive

AND

Fund = " " (blank code)

AND

Funds between "900" and "93Z" inclusive

AND

Reject Fund 725

# *Account Code Hierarchies and Multiple Value Selection*

---

- How do you format the following account code?
  - All vendors with “Olympia” in the title

Vendor Name

✱

Vendor Number

✱

# Account Code Hierarchies and Multiple Value Selection

---

- How do you format the following account code hierarchy?
  - Program 100 and Subprograms 02 through 10

Program	
Click to load list...	

Subprogram	
Click to load list...	

Activity	
Click to load list...	

# Account Code Hierarchies and Multiple Value Selection

---

- How do you format the following account code hierarchy?
  - Major Source 04, Source 02, and Subsource 000811

Major Source	
Click to load list...	

Source	
Click to load list...	

Subsource	
Click to load list...	

# Account Code Hierarchies and Multiple Value Selection

---

- How do you format the following account code hierarchies?
  - All Projects that have SubProject 02

Project	
Click to load list...	

Subproject	
Click to load list...	

Project Phase	
Click to load list...	

# Account Code Hierarchies and Multiple Value Selection

---

- How do you format the following account code hierarchy?
  - Subobject EA with all Subsubobjects except 2029.

Object	
Click to load list...	

Subobject	
Click to load list...	

Sub-subobject	
Click to load list...	

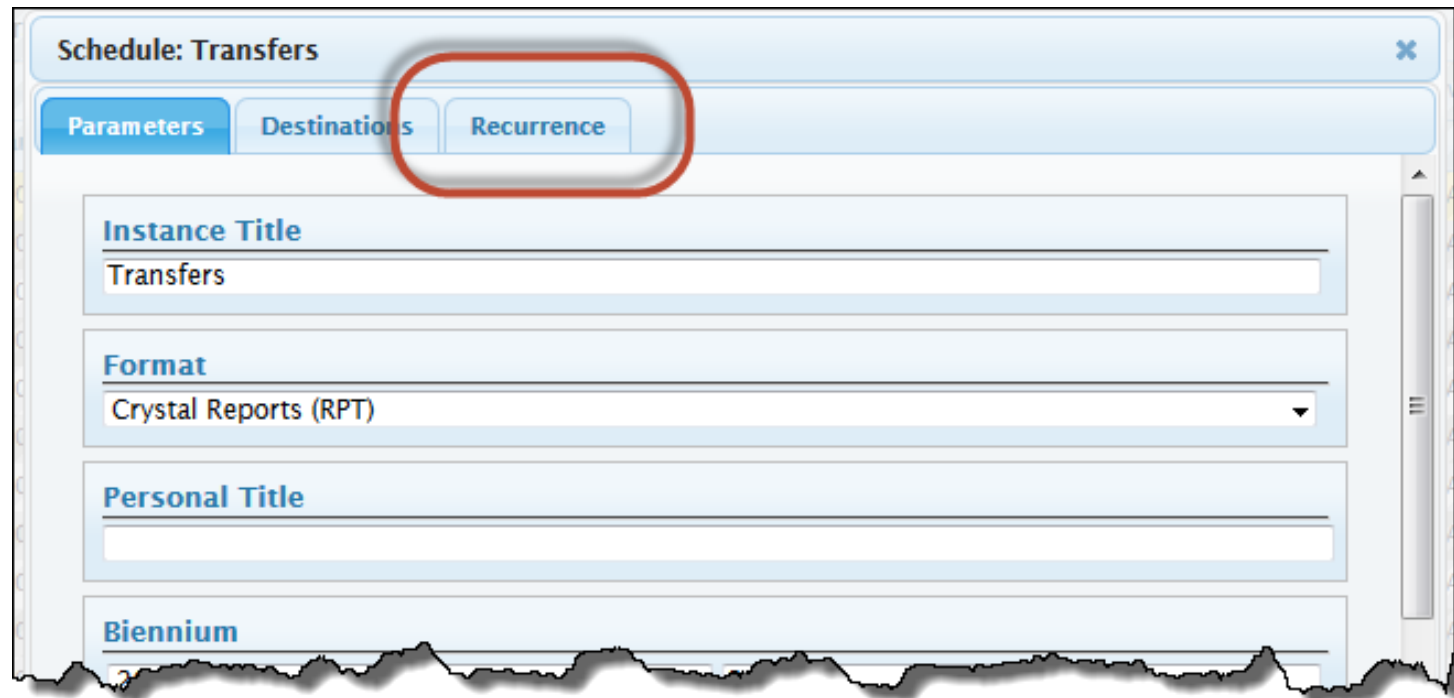


# *Recurrence*

---

- How to Run a Report
  - Parameters (What?)
  - **Recurrence (When?)** – When to have the system run your reports?
  - Destination (Where?)
  - Format (How?)

- Click on the Recurrence Tab



The screenshot shows a software window titled "Schedule: Transfers" with a close button (X) in the top right corner. Below the title bar are three tabs: "Parameters", "Destinations", and "Recurrence". The "Recurrence" tab is highlighted with a red rounded rectangle. The main content area of the dialog is divided into four sections, each with a label and a corresponding input field or dropdown menu:

- Instance Title**: A text input field containing the word "Transfers".
- Format**: A dropdown menu currently showing "Crystal Reports (RPT)".
- Personal Title**: An empty text input field.
- Biennium**: An empty text input field.

The bottom edge of the dialog box is decorated with a torn paper effect.

# Recurrence

- The default value is now.
- Select the appropriate schedule option for your report.
- Please do not use hourly.

The screenshot shows a software window titled "Schedule: Expenditures" with a close button (X) in the top right corner. Below the title bar are three tabs: "Parameters", "Destinations", and "Recurrence", with the "Recurrence" tab currently selected. The main area of the dialog is labeled "Recurrence:" and contains a list box. The list box has a dropdown arrow on the right and displays the following options: "Now", "Once", "Hourly", "Daily", "Weekly", "Monthly", "Nth Day of Month", "1st Monday of Month", "Last Day of Month", "X Day of Nth Week of the Month", and "Calendar". The "Now" option is highlighted with a blue background. At the bottom right of the dialog are two buttons: "Reset" and "Schedule".

# Recurrence

- Calendar allows you to select custom business calendars when scheduling your report (for example – AFRS and CAFR closing).

The screenshot shows a software window titled "Schedule: Expenditures" with a close button (X) in the top right corner. Below the title bar are three tabs: "Parameters", "Destinations", and "Recurrence", with the "Recurrence" tab currently selected. The main area of the window is labeled "Recurrence:" and contains a list box. The list box has a dropdown arrow on the right and displays the following options: "Now", "Now", "Once", "Hourly", "Daily", "Weekly", "Monthly", "Nth Day of Month", "1st Monday of Month", "Last Day of Month", "X Day of Nth Week of the Month", and "Calendar". The "Calendar" option is highlighted in blue. At the bottom right of the window are two buttons: "Reset" and "Schedule".

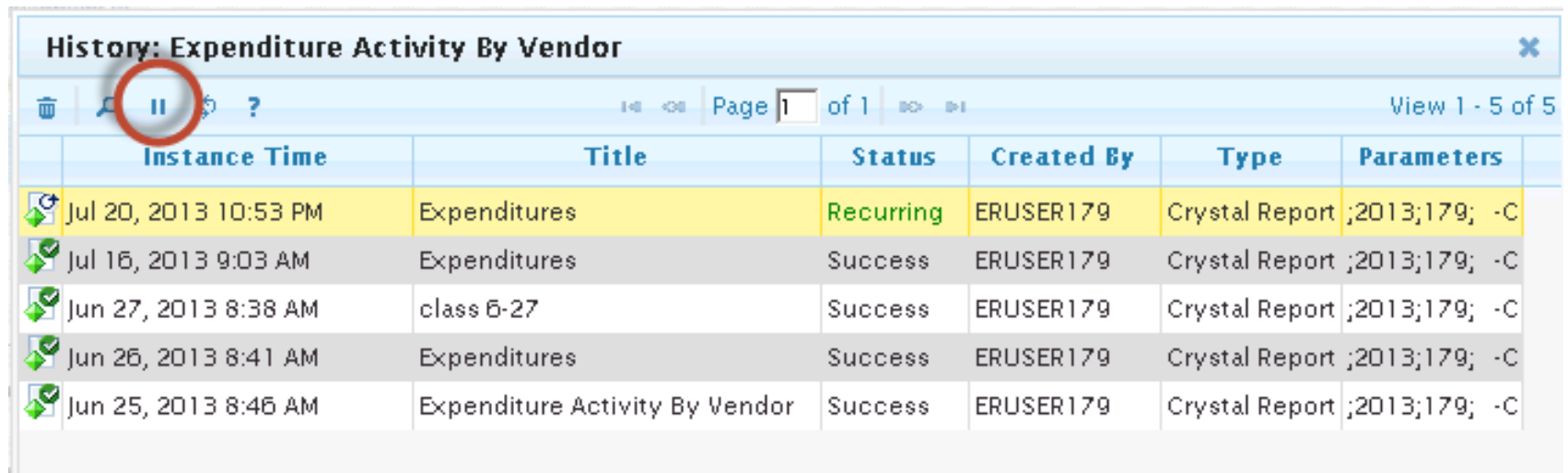
# *Reports Status – Recurring / Paused*

---

- **Recurring**
  - This report is going to generate based on a predetermined schedule
- **Paused**
  - Recurring reports can be paused so they do not run
  - Paused reports stay on a user account indefinitely
  - Select “Recurring” and select “Pause”

# Recurrence – Pausing a Report

- To pause a report; click on the report and right click the pause button.



Instance Time	Title	Status	Created By	Type	Parameters
Jul 20, 2013 10:53 PM	Expenditures	Recurring	ERUSER179	Crystal Report	;2013;179; -C
Jul 16, 2013 9:03 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 27, 2013 8:38 AM	class 6-27	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 26, 2013 8:41 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
Jun 25, 2013 8:46 AM	Expenditure Activity By Vendor	Success	ERUSER179	Crystal Report	;2013;179; -C

# *Destination*

---

- How to Run a Report
  - Parameters (What?)
  - Schedule (When?)
  - Destination (Where?) – Where to send your reports?
  - Format (How?)

# *Destination*

---

## **Default** is your user profile

- Log in to the portal and view your report from the history page.
- Even if another option is selected an instance will remain in your history.

## **Email (SMTP)**

- Mindful of agency's file limitation.
- Separate "To" with semi colon – (Portal currently only allows single email address).
- Specified File Name – give it something meaningful.
- Recommended file format – Adobe Acrobat or MS Office.



# Destination

The screenshot shows a software window titled "Schedule: Expenditures" with a close button in the top right corner. It contains three tabs: "Parameters", "Destinations", and "Recurrence". The "Destinations" tab is selected. Below the tabs, there is a "Destination:" label followed by a dropdown menu currently showing "Email". Underneath is an "Email:" section with fields for "From", "To", "Cc", "Subject", and "Message". The "From" and "To" fields both contain the email address "benjamin.guyer@des.wa.gov". A yellow callout bubble points to the "To" field with the text "Use full email address.". The "Subject" field contains "Expenditure Report". Below these fields is a checked checkbox labeled "Add Attachment" and a "File Name" section. In the "File Name" section, there are two radio buttons: "Use Automatically Generated Name" (which is unselected) and "Use Specific Name" (which is selected). The text "Expenditure" is entered in the field next to the selected radio button. A second yellow callout bubble points to this field with the text "File extension will be automatically appended.". At the bottom right of the window are two buttons: "Reset" and "Schedule".

**Schedule: Expenditures**

Parameters Destinations Recurrence

**Destination:**

Email

**Email:**

From benjamin.guyer@des.wa.gov

To benjamin.guyer@des.wa.gov Use full email address.

Cc

Subject Expenditure Report

Message

☒ Add Attachment

File Name

☐ Use Automatically Generated Name

☒ Use Specific Name Expenditure File extension will be automatically appended.

Reset Schedule

# *Format*

---

- How to Run a Report
  - Parameters (What?)
  - Schedule (When?)
  - Destination (Where?)
- **Format (How?)** – How data is displayed?

# Format

- Available to be set on the parameter page.
- If emailing to others select PDF or Excel.

The screenshot shows a software window titled "Schedule: Expenditures" with a close button (X) in the top right corner. Below the title bar are three tabs: "Parameters" (selected), "Destinations", and "Recurrence". The "Parameters" tab contains three sections:

- Instance Title:** A text field containing the word "Expenditures".
- Format:** A dropdown menu that is currently open, displaying a list of file formats. The first item, "Crystal Reports (RPT)", is highlighted in blue. The other items in the list are: "Microsoft Excel (97-2003)", "Microsoft Excel Workbook Data-only", "Microsoft Word (97-2003)", "PDF", "Rich Text Format (RTF)", "Plain Text", and "Separated Values (CSV)".
- Agency:** A dropdown menu with the text "Click to load list..." and a small downward arrow. To its right is a text field containing the number "179".

# *Thank you*

---

## **Questions?**

- **360-407-9100 (Enterprise Services Solutions Center)**
- **[SolutionsCenter@des.wa.gov](mailto:SolutionsCenter@des.wa.gov)**